

To: **JUVENILE JUSTICE CRIME PREVENTION ACT COUNTIES**  
CHIEF PROBATION OFFICERS  
PROBATION BUSINESS MANAGERS  
PROGRAM MANAGERS  
OTHER INTERESTED PARTIES

Re: JJCPA Program Information Bulletin - #2003-01

The BOC is pleased to announce that it is in the process of upgrading the On-line Reporting System to make an already user-friendly system even friendlier. Changes initiated allow for e-mail to notify the field instantly of changes or latest developments. We encourage you to go to our website at [www.bdcrr.ca.gov](http://www.bdcrr.ca.gov) for details on information contained in this bulletin. Once you reach the website click on the JJCPA Program.

### **Staff Changes**

New county staff assignments are detailed on our website. Program staff are: Karen Stoll (lead), Field Representative, (916)445-8066, [kstoll@bdcrr.ca.gov](mailto:kstoll@bdcrr.ca.gov); Marlon Yarber, Consultant, (916) 323-8859, [myarber@bdcrr.ca.gov](mailto:myarber@bdcrr.ca.gov); and John Berner, Research Consultant, (916) 445-5790 [jberner@bdcrr.ca.gov](mailto:jberner@bdcrr.ca.gov).

### **Progress Report For First Allocation**

Thank you for assisting us in meeting the mandated deadlines for submitting the annual JJCPA Report to the Governor and Legislature. Once the Report is finalized, we will post it on our website.

### **May 1, 2003 Deadline for Submittal of Fiscal Year 2003-04 Comprehensive Multiagency Juvenile Justice Plan (CMJJP) Modifications**

This is a reminder to schedule meeting(s) of your Juvenile Justice Coordinating Council (JJCC) to review the previously submitted CMJJP for modifications or changes to Plan information or programs. At a minimum, due to budget allocations, it is anticipated that the JJCC will need to submit amended program budgets. The form and instructions for the Plan modification are contained on our website as well as the latest information regarding the Third Allocation amounts for Counties. Please work closely with your assigned Field Representative on this submittal. Keep in mind that the Plan modification must be accompanied on May 1, 2003 with a resolution from your County Board of Supervisors. The format for the resolution is contained with the form. The State Controller will mail the Third Allocation to Counties on March 20, 2003.

### **Encumber Funds From Current Year No Later Than June 30, 2002**

Counties should closely monitor current fiscal year expenditures to ensure all grant funds and interest are expended or encumbered by June 30, 2003. As stated in the May 1, 2002 letter from the State Controller's Office on the JJCPA website, counties may encumber funds and liquidate them over the next fiscal year. Encumbered funds can be used in a variety of ways. For example, funds can be used to enhance or expand program activities or services, to purchase needed

equipment, and to purchase program services in advance. Please contact your assigned Field Representative to discuss encumbrance options in more detail.

### **Online Progress Reports**

We have also made some minor revisions to the Progress Reports in the On-Line Reporting System. Additionally, we have prepared a document that addresses those items that most often caused confusion when submitting your October 2002 progress reports. Included in the document are several pages that further explain some of the screens that appear in the On-Line Reporting System. Please carefully review the document and share it with those in your County who are responsible for preparing and submitting the County's Progress Reports to the BOC. After accessing the JJCPA web link at [www.bdcorr.ca.gov](http://www.bdcorr.ca.gov) click on Annual Progress Report Instructions and Resources – Program Participants and Program Outcomes.

While your assigned Field Representative will be in touch with each County, we encourage you to contact us for technical assistance with any of your JJCPA projects.